2007-2010 BEST RFQ Application Packet Questions and Answers

New Q & A for Posted 3/23/07

Please note:
The City of San José requires a San José business license to operate in San José. Verification is required before any contracts are developed and executed. See Part I page 11, K. Reservations & Rights by the City of San José.

All persons or companies conducting business in San Jose must pay the Business Tax (License), whether or not they have offices located in San Jose. This tax is required prior to the commencement of business in San Jose. To find out more information about the business tax please visit the Finance Department at: *http://www2.csjfinance.org/giball.asp. or call (408) 535-7000.*

Q. FORM A: I understand from reading a previous question that if you are not requesting any funds from BEST for overhead then you do not need to submit overhead rate documentation for Form A. On that form do you check, No and then put a note as to why it is not submitted?

A. Yes.

Q. FORM B: If your services can be easily categorized into more than one category and are equally valid in each, i.e. adjudicated youth and personal development and unique service delivery, can you check more than one box? If that is the case where do your want to list the funding?

A. No, select one Eligible Service that is closest to what your project does.

Q. FORM C, Section 1, Question 2: With respect to alignment, the goals are very focused on what the Tech Team does as a group (i.e. policy), as opposed to the work individual agencies do on the ground to change behavior and prevent violence and crime. What would you like us to discuss and how should we align with the goals given that context?

A. Yes, refer to page 15 of the Strategic Work Plan – Reclaiming our Youth.

Q. FORM C, Section 2, Question 1: What do you mean by existing experience? Is this the experience of the staff?

A. Yes.

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Q. FORM C, Section 2, Question 1: What do you mean by previously developed activities that will be dedicated or leveraged, can you give an example? How is it different than an organizational resources?

A. "Previously developed activities" means a current or previously existent activity(s) that an organization provides or has provided in the past that could be dedicated or leveraged to support the activities requested in this RFQ.

Q. FORM C, Section 3, Question 5: How is question 5 different than Section 2, Question 1, where you talk about the experience of each staff member? Can you give an example of what you are looking for? Are you looking for information on how they are trained?

A. Section 2, Question 1 deals with identifying the experience level per staff member. Section 3 Question 5 asks for details of how staff experience contributes to the project design.

Q. FORM D: Can you fill out this form on an excel spreadsheet? Is there a page limit to this form?

A. Yes, and there is no page limit.

Q. FORM G: If you are only doing one Eligible Service activity do you need to complete this form? … If so, how?

A. Yes.

Q. FORM H: Even though in-kind resources cannot count towards your 20% match, can you list them and describe what they do to give BEST an understanding of all resources brought to the table?

A. Yes.

Q. FORM H: For all source for funds for the agency, this is essentially showing all funds for your total agency budget is that right?

A. Yes.

Q. For the Conflict of Interest form: I am assuming that this covers all employees of the organization, i.e. paid staff. If we hire a contractor but a paid staff has ultimate responsibility for the are they provide input on or support for the are they provide input on or support for, is the form completed by the paid staff sufficient?

A. Yes.

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Q. Does the Overhead Rate Documentation need to be signed?
A. Yes, it must be signed by the Executive Director or a fiscal officer.

Q. Can corporate funding be listed under one category on form H?
A. No.

Q. Can you post the list of attendees at both workshops so that those of us looking to collaborate can contact one another?
A. Non-responsive

Q. What is considered in-kind and used towards cost per UOS per eligible service? i.e. school district teachers' salary which is high.
A. Only a cash match can be used in the eligible service budgets. In-kind can not be included in the individual eligible service budget and therefore would not be included in the cost per UOS.

Q. Our services are targeted towards elementary school students and their families and their families. These students and families are at-risk for school failure, truancy, substance abuse, and gang involvement and live in gang invested neighborhoods, but may not be directly involved with gangs. Our services are early intervention parent/family support services. We have been providing these services with B.E.S.T. funding for the past three years. Are these types of services and target population still eligible?
A. All Eligible Services and target populations are identified on Part III, page 21-26 of the RFQ.

Q. (Form K) In question 4D, where it asks respondents about "any payments or gifts received from anyone involved in the proposed assignment," would respondents answer "yes," if some or all of their salaries are currently being funded through B.E.S.T. for the program for which we are seeking funding?
A. Yes

Q. (Form K) In question 6A, where it asks respondents if they "currently hold a position of any entity that is likely to be affected by or involved in the proposed assignments," would respondents answer "yes," if they are a staff member of the proposed program for which we are seeking funding?
A. Yes

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Q. According to the Q&A document from 3-16-07, “Overhead expenses are all costs not chargeable to specific projects, such as rent, utilities, and insurance.”

But in the RFQ on pages 31-32, “overhead” is listed on a separate line from rent, utilities, and insurance – in other words, it appears that overhead is something different than rent, utilities, and insurance.

Could you please clarify?

A. Line items on the Eligible Service Budget are examples. Should your overhead include specific line items that are repeated on the example list, do not double up budgeting on this expenditure. Your overhead letter will have to list the expenditures it will cover.

Q. With regard to the Letter of Commitment from the Board of Directors, is it sufficient to enclose a Board Resolution authorizing EMQ’s President to sign all funding applications, or is it necessary for the board to sign a special letter specifically mentioning B.E.S.T.?

A. There must be a letter specific to your proposal for the BEST RFQ application.

Posted 3/16/07

Q. Target Population identified provides a range of increasing risk, will our likelihood of qualifying during this RFQ be effected by being more intervention vs prevention or more high risk vs gang impacted? We serve a mixed group currently.

A. Refer to the MGPTF 2005-2007 Strategic Plan “Reclaiming Our Youth” at http://www.sanjoseca.gov/prns/mgptf.asp and Part III of the RFQ, Services Requested.

Q. Will you help applicant in selecting the most correct eligible service, if you seem to fall under 2 or 3 services?

A. No, please choose the one which best aligns with your proposed program.

Q. Is it possible to find out who is current funded through BEST (program, name of agency and amount funded)? I want to see if our program model is unique or if we are duplicating a service that is already being provided by someone else.

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A. The 2005-2006 San Jose BEST Program Evaluation is available for viewing on this website. The evaluation includes the agencies funded in fiscal year 2005-2006 and the services provided.

Q. What if we are a new agency – are financial audit mandatory?

A. Yes

Q. Form I – Can principal of school be the Exec. Dir. Or does it need to be the Superintendent?

A. The Superintendent as he/she is responsible for signing the contract.

Q. Will I lose points if I am not already in the MGPTF?

A. No

Q. The Project Narrative (Form C) needs to be paginated. Does the rest need to be paginated?

A. No

Q. Form D – In the column "Participants Per Session". The # of participants varies by the specific site (we have 7 – 9 sites where we provide services), <u>and</u> by the time of year. So, are you looking for the <u>average</u> # of participants or the maximum # we can provide service to (capacity)?

A. We are looking for the average number of participants served in each session.

<u>Form K</u>

Q. If all staff are not yet hired, how do we deal with Form K? If we receive BEST Funding we will add staff to expand to serve the additional clients.

A. For the RFQ application please submit a Form K for each current staff member you intend to assign to the project. If you receive a contract you will be asked to submit Form K for new staff as they are hired.

Q. On page 49 (Form K), #6, question "A": I'm a board member as well as an executive director of the agency that is applying. Do I answer "yes"?

A. Yes

Q. Who signs Form K – Conflict of Interest? Does this include fiscal staff?

A. In order for the City to assess whether the personnel proposed to be assigned by the successful Proposer to work on the Proposed Assignment have a conflict of interest, this form must be completed by each person that the Proposer intends to assign.

Form A – Checklist (Overhead Rate Documentation)

Q. What is Overhead Rate Documentation? Does this apply to school districts?

A. Yes, it does apply to school districts. See next questions for more clarification.

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Q. Can you give a sample of the "Overhead Rate Documentation"?

A. For a sample, please see or contact your CPA or fiscal department.

Q. The San Jose BEST RFQ states that when proposals are submitted, they must be accompanied by a copy of the Overhead Rate Documentation. Could you provide some clarification about what the Overhead Rate Documentation is?

A. Overhead expenses are all costs not chargeable to specific projects such as rent, utilities and insurance.

Q. On page 34 (Agency Documents) under Overhead Rate Documentation, what is "current", can I turn in an Overhead Rate Documentation letter from our CPA that is less than 6 months old, or do I need a new more current letter from my CPA?

A. Overhead Rate Documentation must be no older than one year.

Q. If no Overhead Rate appears in the Program Budget, is the "Overhead Rate Documentation" still required?

A. If no Overhead Rate appears in the proposed Program Budget please supply a statement signed by the executive director stating you are not including overhead in your budget.

<u>Matching Funds Requirement</u>

Q. Will application be rated on leveraged funds past the 20% minimum required?

A. Please see Part I, Section E. Service Provider Selection/Evaluation Criteria in the RFQ.

Q. Is 20% match competitive (vs HNVF 50% match to get High Rating)?

A. Please see Part I, Section E. Service Provider Selection/Evaluation Criteria in the RFQ.

<u>In-Kind</u>

Q. Can "In-kind space donation and equipment" be applied toward the match (20% of funding)?

A. No

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Q. Is in-kind expenses (personnel) counted as a match?

A. No. Please see Part II, Requirements, B. Funding Matching Requirement in the RFQ.

Q. What can be counted as in-kind?

A. On the budget Form E it states "Do not include any in-kind support for the program". On the Source of Funds Statement Form H, (see pg 44 for key codes)

Q. Pg. 43 – Agency Source of Funds – Does list of funding need to include funds going to other programs within the same agency, i.e. Foster Care?

A. Yes

Posted 3/9/07

Q. Will City staff review proposals on or before the application deadline of April 2 for completeness?

A. There will be no review of the proposal packet by City staff prior to submittal. Incomplete applications will be rejected during the screening phase and will not be forwarded on to the review panel. It is the responsibility of the applicant to ensure completeness before submitting the proposal. Please note that there is no appeal process for the screening phase of the review process.

Q. (Proposal Header) The application directions state that we should include the agency name on the first line of the header and the project name on the second line. If we are applying for funding for multiple projects, should all project names be included?

A. See PART IV, Proposal Content & Submission Instructions on page 29 & 30 of the RFQ. If you are applying for more than one eligible service, you can place the agency name in the header in Sections 1, 2 and 4. In Section 3 you must place the agency name and the project name in the header for each eligible service.

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Q. (Form B – Cover Sheet) The Cover Sheet asks for a brief project description. If we are applying for multiple programs, how are we supposed to complete that field?

A. Please keep within the 5 line maximum on this form. You will have the opportunity to describe your projects in detail when answering the questions on Form C.

Q. (Form C – Project Narrative) Sections 1, 2, and 4 of the proposal narrative seem to ask for both organizational as well as project specific information. However, only section 3 of the proposal narrative seems to allow for the possibility of addressing the distinct features of each eligible service for which we are applying. As such, if our agency is applying for multiple programs, how would the reviewers recommend that we complete sections 1, 2, and 4 of the proposal narrative section within the respective 1-page, 3-page, and 2-page limits?

A. See Form C. Project Narrative, Section 3: Program Design on page 36 of the RFQ. Applicants can submit a "maximum of 3 pages per eligible service". This gives the applicant ample opportunity to elaborate on the information supplied in Sections 1, 2 and 4.

Q. (Form D – Units of Service Worksheet) When calculating the number of participants per "session," how are we supposed to list numbers for things such as one-on-one case management or home visits with one or more participants? Should we list the total number of participants served by that activity each year or only the number of participants seen in one session? It just seems as though the question is geared more towards classes or therapeutic groups and we want to make certain to accurately represent the total number of clients we serve.

A. This worksheet represents a projection of services for the year.

For any activity where you have just one client at a time, like "one-on-one case management", you should enter the name of the activity under Specific Activity, you should enter the number "1" under Participants Per Session, you should enter the total number of "one-on-one" sessions per year under Sessions Per Year (this includes the total of every one-on-one session for every client), and you should enter the length of each session in hours under Hours Per Session.
For any activity where you have more than one client at a time you should enter the number of clients you would have in each session. If it is a group with 8 clients, you would enter the number "8" under Participants Per Session. Under Sessions Per Year, you should enter the number of sessions the group meets for the entire year. You should enter the length of each session in hours under Hours Per Session.

For any activity where the number of Participants Per Session, Sessions Per Year, or Hours Per Session varies, you should enter a number which reflects an average number of clients per session.

Q. (Form D – Units of Service Worksheet) Similarly, when the applications asks us to list the number of sessions per year, are we supposed to indicate the number of sessions we provide each year per client or the total number of sessions we provide each year for all clients overall?

A. The number of Sessions Per Year refers to the Specific Activity. We are asking how many Sessions Per Year you provide for the activity and how many clients attend each session on average (Participants Per Session).

Q. (Form D – Units of Service Worksheet) If we serve multiple police divisions & council districts, should we list all divisions & districts served or only what fits in the space provided?

A. Please enter all police divisions and council districts where you are providing the services. For police divisions use the following abbreviations: central – c, foothill – f, southern – s, and western – w

Q. (Form D – Units of Service Worksheet) When using the "Cost per UOS per Eligible Service" formula, should the total program cost include the 20% match?

A. Yes